Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120034-3

File: Rec. Mgmt 2-3
Reports Management

[redacted] (7/5/61)

STAT

DD/I Reports Survey - 1956

Man hours spent on reports sent outside a DD/I Office 13,893

Man hours spent on reports submitted solely within offices 31,064

44,957

Recommendations were developed on 26 of the 113 reports studied. ARO's were given these recommendations for follow-up

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OCR

Manhours on reports sent outside OCR 3,231

" " " submitted solely inside OCR 11,116 (78%)

Total 14,347

Main recommendation concerned a review of monthly activity report, which required 6,660 man hours per year

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